

CIVIL DEFENSE IN LONG LINES

GENERAL

<u>CONTENTS</u>	<u>PAGE</u>
1. GENERAL	1
2. PURPOSE	1
3. RESPONSIBILITIES	1
4. BASIS FOR THE CIVIL DEFENSE PROGRAM	2
5. CIVIL DEFENSE CO-ORDINATOR	2
6. MOBILIZATION	2
A. GENERAL	2
B. EMERGENCY OPERATION FORCE ..	3
C. OTHER PERSONNEL	3
D. REPORTING CENTERS	3
E. PERSONNEL MOVEMENT	4
F. MOBILIZATION OF EMPLOYEES ASSIGNED TO RELOCATION CENTERS	4

1. GENERAL

1.01 In the event of a National emergency, an active civil defense program within Long Lines will be necessary in order to provide vital communications services and protection for employees.

1.02 Emergency as used in this practice refers to the conditions that would exist as the result of a nuclear attack on this nation. However, procedures established as a part of this program may be utilized under any disaster conditions, such as civil disorders, natural disaster, fire, etc.

1.03 Much planning has gone into the construction and diversification of our plant so that it can survive the effects of nuclear weapons. The same amount of preparation is necessary in order to have personnel available and physically able to operate and maintain the protected plant.

2. PURPOSE

2.01 The purpose of this practice is to establish the requirement for a Civil Defense Program at each Long Lines location.

2.02 Information on other phases of civil defense will be contained in the following practices:

002-501-907LL - Shelter Requirements
002-501-908LL - Radiological Monitoring
002-501-909LL - Fallout Shelter Supplies and Operation

3. RESPONSIBILITIES

3.01 The Director Network Operations (D.N.O.) shall be responsible for the overall Long Lines civil defense program and policies. The (D.N.O.) will also be responsible for issuing and updating Bell System Practices and other information pertaining to civil defense.

3.02 The Area Plant or Area Operations Manager will be responsible for the Civil Defense activities in his Area. These responsibilities include:

(a) Coordinating the Civil Defense program with that of the Associated Company and the Regional and State Civil Defense offices within the Area.

(b) Designating a Civil Defense Coordinator at each Plant location where Long Lines personnel are assigned. When Sales, Accounting, etc. are co-located with Plant groups, the Plant Civil Defense Coordinator will direct the Civil Defense activities for those groups.

(c) Coordinate the Civil Defense activities for the Departments, other than Plant, that are not co-located with plant groups and provide guidance so that these groups can develop a Civil Defense program.

3.03 The Civil Defense Coordinator will be responsible for developing and keeping current a Civil Defense Program for the group, office or building for which he is responsible.

4. BASIS FOR THE CIVIL DEFENSE PROGRAM

4.01 If a nuclear attack should occur, the concern for the population outside direct target areas would be the radioactive fallout created by the detonations. The objective of any civil defense program is to provide protection against radiation through the planned use of Fallout Protection Shelters.

4.02 Many Long Lines buildings are constructed to provide protection against radioactive fallout. Occupants of these buildings, as well as the equipment, should be able to continue near normal operations.

4.03 Personnel in buildings not hardened by special construction should plan on using whatever shelter space is available, within the building if possible.

4.04 Providing fallout protection, through building design and construction is not sufficient to assure the survival of the shelter occupants. Adequate ventilation, food, water, medicine, sanitary supplies, radiation detection instruments, and communications must be available in the protected area.

5. CIVIL DEFENSE COORDINATOR

5.01 The Civil Defense Coordinator will develop a civil defense program as follows:

(a) Ascertain that there is a building organization as required in BSP 770-280-902 LL. During a civil defense emergency, this organization will move people to shelter, fight fires, perform rescue operations, etc. In buildings where Long Lines is responsible for the shelter management, include radiological monitoring personnel and shelter managers on the team. Figure 1 is a typical building organization.

(b) Establish a Civil Defense Control Center (CDCC) in a protected area within large multi-story Long Lines buildings. The Building Civil Defense Coordinator can direct and coordinate

the emergency operations from this point. This CDCC can be used for any other emergency that might affect the building, such as civil disorder, natural disasters, etc.

(c) Where there is a CDCC, provide a communications system so that the CDCC can contact other shelter locations and protected work areas in the building.

(d) Coordinate emergency plans with the Associated Company. In locations where Long Lines occupies space in Associated Company buildings, develop joint plans.

(e) Establish liaison with the local Civil Defense Director. During the emergency, this organization will be the source for information on damage to the surrounding areas, radiation levels and other local conditions.

(f) Develop a method to receive the Civil Defense Warning of Attack. The local warning system may be extended into the building or any other available means may be utilized.

(g) Where Long Lines is responsible for establishing the shelter (BSP 002-501-907LL).

- 1 - Stock and maintain the Shelter Supplies (BSP 002-501-909LL).
- 2 - Appoint a Shelter Manager (BSP 002-501-909LL) and Radiological Monitors (BSP 002-501-908LL).

(h) Review and exercise the civil defense plans annually. Any portion of the civil defense operation that is affected by personnel changes should be revised immediately.

6. MOBILIZATION

A. General

6.01 The Civil Defense Plan shall contain procedures for the mobilization of employees in the event of a National emergency.

6.02 Mobilization, as used in this practice, is defined as the notification and assembly of employees who would report to a protected location to maintain communication services under the condition of a National emergency.

6.03 Mobilization may be required under Condition Yellow, as covered in BSP 010-122-010 LL. In this case, instructions will come through the line of organization for the various Long Lines Departments.

6.04 Mobilization should be carried out immediately upon notification that Condition Red, as covered in BSP 010-122-010 LL is in effect or upon receiving a Civil Defense warning of attack. The approval of higher management for mobilization under these conditions is not required.

B. Emergency Operations Force

6.05 Emergency Operation Force is a term used in this practice and the others in the civil defense series to refer to those persons in the protected work location during the emergency period.

6.06 At each Long Lines location that is to be operational during the emergency the Office Head should determine the size of the Emergency Force based on the shelter capacity of the location and service requirements under an alert condition and/or an actual attack condition.

Alert Condition

6.07 If the Federal Government alerts the company of an impending nuclear attack, mobilization instructions will come through the lines of organization, probably as a Condition Yellow, as described in paragraph 6.03.

6.08 Local Plant Management will assemble an emergency operation force consisting of persons qualified in the service and maintenance operation of the office involved. The size of the emergency force may be larger under an alert condition than an attack condition since much of the normal business will probably continue.

Attack Condition

6.09 The work force on duty must be considered as the Emergency Operation Force if an attack occurs without prior warning. Local instructions should be prepared to outline procedures for obtaining additional personnel necessary to complement the force on duty to provide the required coverage.

6.10 The size of the emergency force should be adequate to provide continuous service coverage for the duration of a nuclear emergency.

6.08 The following information should be given to employees as they are mobilized:

- (a) The type of emergency
- (b) The severity of the emergency
- (c) The amount of time available before the emergency affects the area in which the Long Lines force is located.
- (d) Any other information such as road and driving conditions, radiation levels, damage assessment, special checkpoints for passing through Civil Defense lines, etc.

C. Other Personnel

6.09 All employees should be familiar with the community civil defense plans, so that off duty personnel and those who would be released from their work assignments can find adequate protection if the warning of attack sounds.

6.10 After the emergency, when the radiation levels have decreased to a point where local civil defense officials will allow freedom of movement, all Long Lines employees who are not already at their work locations are to report in a pre-arranged manner as determined in Par. 6.11 or 6.14.

D. Reporting Centers

6.11 In metropolitan areas or cities where there are 100 or more Long Lines employees of all Departments, reporting centers should be established around the perimeter of these areas. As a part of the civil defense program for the Long Lines group in these areas, all employees should be instructed to report to these reporting centers in accordance with Par. 6.10.

6.12 The Area Plant or Operations Manager should determine the need for Reporting Centers within the Area. Where they are required, the District Plant or Operations Manager, in whose District the center will be located should:

- (a) Establish the centers and provide written instruction on their operation and responsibilities.

- (b) Assign personnel that would report there as soon as possible after the emergency to man the center.

6.13 Where it is feasible, the center should be established jointly with the Associated Company.

6.14 In cities where there are less than 100 Long Lines personnel of all Departments, the Long Lines Plant Central Office may be the reporting center.

6.15 The reporting center will be responsible for the following:

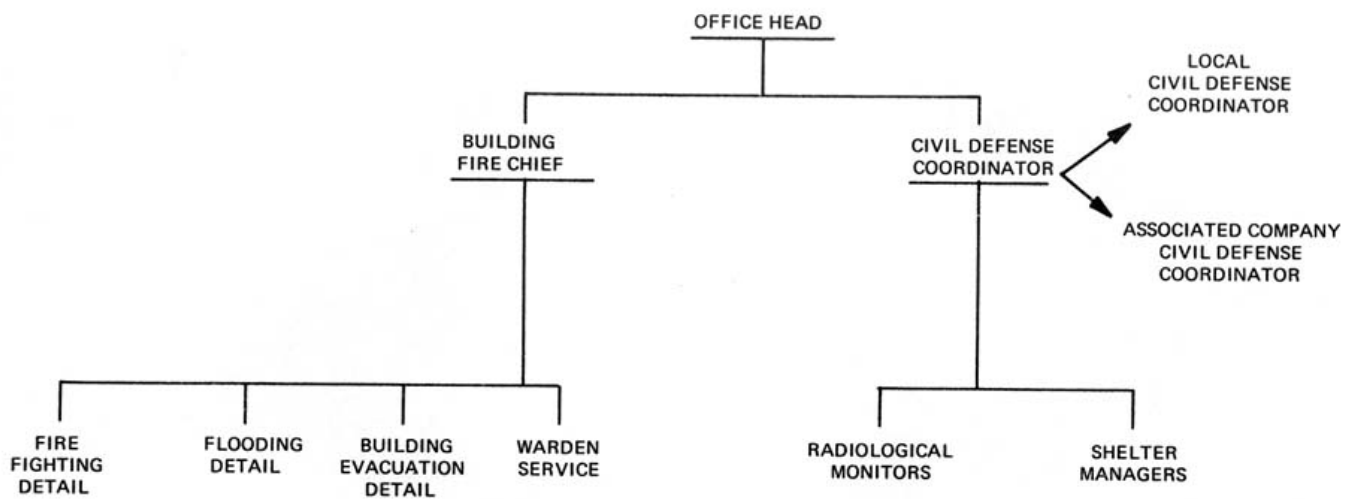
- (a) Recording information concerning each person reporting. This information will include name, job title, department, normal work locations, job experience and where the person can be reached.
- (b) Reporting this information to the District Emergency Relocation Centers.
- (c) Assignment of available personnel as required by the District or Area Emergency Relocation Centers.

E. Personnel Movement

6.16 Personnel movement after the warning has been received and in the post-emergency period may be difficult due to restrictions on travel, traffic conditions, damage to highways and streets and many other unforeseen difficulties. An agreement should be reached with the State Office of Civil Defense that will allow free movement of Long Lines personnel, vehicles and equipment engaged in emergency operations. The Area Plant or Operations Manager should arrange this with the State Director of Civil Defense for each state in the Area, and it should be consistent with the policy of the Associated Company operating in the state.

F. Mobilization for Employees Assigned To Relocation Centers

6.17 Mobilization of employees assigned to the National Emergency Control Center (NECC) and the Area and District Emergency Relocation Centers should be in accordance with the procedures developed by those responsible for these locations. The NECC plan is covered in BSP 002-501-101 LL.



EMERGENCY ORGANIZATION

TYPICAL

Fig. 1